

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Clerical Specialist **PCN:** 104085 and 104294  
(Bargaining)

**DEPARTMENT/LOCATION:** Centralized Fax/Scan Unit/ **P. R.:** O3  
Northland

**REPORTS TO:** Office Manager

**RESPONSIBILITIES:** Maintain multi-line fax and distribute faxes to the correct case manager and/or area. Open, sort, distribute, and scan all incoming mail. Provide customer service and answer inquiries regarding mail and faxes. Notate entries into Agency information systems. Accept required verifications from customers and route to assigned case manager. Track movement and placement of child care recipients and certification status. Respond to general inquiries. Provide general information eligibility determination. Conduct initial screening and registration of new applications. Send out requests for application materials. Scan case files for tracking purposes. Provide coverage for Customer Support Specialist/Unit Aide and other data entry or clerical duties.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED is required; supplemented by one (1) year of experience in clerical or general office work; or any equivalent combination of training and experience.

**STARTING SALARY:** \$12.04 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Monday, November 16, 2015

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS:** Friday, November 20, 2015

**DEADLINE TO APPLY FOR EXTERNAL APPLICANTS:** Monday, November 30, 2015

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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